



WYOMING WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507, CHEYENNE, WY 82003-9507



December 2017

MEMORANDUM FOR WYOMING WING AND CAP CADETS

FROM: 2018 Wyoming Wing Encampment Commander

SUBJECT: Invitation to Attend the 2018 Wyoming Wing Encampment as a Student

1. The Wyoming Wing will be conducting its 12th Cadet Encampment at Camp Guernsey Wyoming. We would like to invite all cadets to be a part of the Cadet Training Squadron Twelve (CTS-12). Attending an Encampment is required to earn the General Billy Mitchell Award and attend National Cadet Special Activities. It is also a great opportunity to learn new skills and meet new friends. Cadet students must have earned their first achievement (Curry) by 04 August 2018 in order to attend. Advanced trainee cadets should have attended another encampment previously. Advanced cadets need to be aware that the curriculum they follow may be the same as the basic trainees but with some additional responsibilities assigned. We will have a separate advanced flight only if enough advanced trainees sign up.
2. **Dates & Activities:** The Encampment will begin on Saturday, 04 August 2018 for all cadet students. Graduation will be at 1100 on Sunday, 12 August 2018. Cadets will be dismissed after graduation on the 12th when all check-out and cleaning is completed. The week's activities will include physical training, drill and ceremonies, leadership classes, emergency services, aerospace education, helicopter and C-130 flights (funding, weather & aircraft permitting) plus much more. Additionally, we plan to use the Simulation Center, a map & compass course, and take advantage of other facilities at Camp Guernsey.
3. **Application Information:** Cadet students need to submit a completed CAP Form 31 and a check or money order for \$200 payable to "WY Wing CAP" to the Encampment Commander or Encampment Administrator. These items must be RECEIVED (not postmarked) by the dates listed below. ***Access the CAP Form 31 at the Encampment link on the WY Wing website: <http://www.wywg.cap.gov/cadet-programs/encampment/>. The CAPF 31 includes t-shirt size information and can be filled out on the computer for a legible copy.*** Other required forms can also be accessed from this site and can be filled out on the computer for legibility. **OUT OF STATE APPLICANTS** - see letter on WY Wing website – you will need additional signatures on your CAPF 31 (Group, Wing, Region Commander as needed depending on where your squadron is located). *Wyoming Wing*

cadets that have not been to an encampment before are eligible for a discounted rate. See letter on the WY Wing website for additional information and deadlines.

4. **CAPFs 160, 161 and 163:** Every encampment participant must have a completed 160, 161 and 163 on file with encampment staff. These forms can be accessed on the Wing web page noted above. Ideally, the forms should be sent in with the application. If they are handed in during check-in they **must be filled in before participants arrive. Parents/guardians need to sign the CAPF 160 and 163 if cadets are under 18. Make sure that items checked 'YES' on the front page of the CAPF 160 are addressed on the back page or on a separate sheet of paper. Cadets 18 and older do not need the CAPF 163.**
5. **Cost: The cost of the Encampment will be \$200 for student cadets.** Make checks/money orders out to "WY Wing CAP" and submit with your application materials. Absolutely NO participant will be permitted to pay upon arrival at Encampment. Any student cadets needing to arrive prior to 04 August 2018 will be charged an extra \$20 per day for each day they attend to cover food costs. Early arrival should only happen if cadets are arriving with staff or if transportation issues demand it. Notify the Encampment Commander or Encampment Administrator to make arrangements ahead of time. *Wyoming Wing cadets that have not been to an encampment before are eligible for a discounted rate. See letter on the WY Wing website for additional information and deadlines. Cadets can also apply for CEAP funds (see memo).*
6. **Deadlines:** Due to planning considerations at Camp Guernsey, applications must be received by **15 July 2018** (with payment of \$200). *Applications received after July 15th may be denied, depending on space available.* Space is limited so apply early. If applying after 15 July, please contact the Encampment Commander or Encampment Administrator prior sending in the application materials.
7. **Physical Fitness Requirements:** As physical fitness will be a big part of Encampment activities; you must be able participate actively in a variety of events. Along with daily physical fitness training there is also drill, a navigation course, and a sport most evenings. Cadets should be in shape to participate in all of these activities. If you have a doctor's note excusing you from running or other activities, present that note at check-in or with your application. **If you have pre-existing injuries, we must know.** Ensure they are reported and explained on the CAPF 160. If you have a doctor's note excusing you from the mile run, you may be excluded from participating in other physical activities such as the map & compass course. Cadets need to be able to finish a minimum of 80% of the encampment curriculum to receive credit for encampment.
8. **Encampment Web Site:** Further information for student cadets and cadet staff is available at the Encampment's web site, <http://www.wywg.cap.gov/cadet-programs/encampment/>. This site will be the source for the most up-to-date Encampment information. Contact information for commanders is available on the site, so feel free to contact us if you have any questions. Also, check out the encampment Facebook page to see what we have done in the past and for new information. <https://www.facebook.com/WYWingEncampment/>.

9. Send all encampment application materials to one of the following addresses:

WY Wing Encampment
C/O Tech. Sgt. Chiporo
4708 Long Branchy Loop
Cheyenne, WY 82001

WY Wing Encampment
C/O Lt. Col. Carlson
P.O. Box 98
Burlington, WY 82411

10. We look forward to seeing you at this year's Encampment!

//SIGNED//

Salvatore R, Chiporo, Tech. Sgt., CAP
2018 Encampment Commander

//SIGNED//

BJ Carlson, Lt. Col., CAP
2018 Encampment Administrator